



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 15.4**

---

### **Subject: Clearing The Putative Father Registry**

Supersedes: None

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Approved by:**

**Effective date: 04/01/98**

**Revision date:**

### **Application**

To All Adoption Services Employee.

**Authority:** TCA 37-1-5-112; 36-1-113(d)(3)(A); 36-1-116(b)(13)(A)

### **Policy**

The Department of Children's Services must check the Putative Father Registry 3 days prior to the filing of a petition to terminate parental rights and again, 3 days prior to the filing of a petition to adopt.

### **Procedures**

**A. Complete form** Complete form CS-0435, *Request For Name And/Or Address Of A Father Of Child Born Out-Of-Wedlock*. Indicate the time frame in which the clearance is needed. Mail or fax the completed form to Central Office, Adoption Services, Attention: Putative Father Registry.

**B. Notify legal counsel**

1. If a father is identified on the registry prior to filing the petition to terminate parental rights, staff must notify DCS legal counsel immediately and he/she will instruct you on how to proceed.
2. If a father is identified prior to filing a petition to adopt, staff must notify the adoptive parent(s) attorney so he/she may give notice of the adoption proceedings to the father.

**C. Father not  
identified**

If no father is identified, notify as is appropriate, DCS legal counsel or the adoptive parent(s) attorney and file the form in the record.

**Forms**

CS-0435

Request For Name and/or Address of Father Of Child Born  
Out-of-Wedlock

**Collateral Documents**

None

**Standards**

None